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# MRS. JOPLIN'S CLASS HANDBOOK

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7th and 8th Grade



2023-2024

**Foothill Adventist Christian School**

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**Mrs. Joplin's Classroom Rules!**  
**PRACTICE CHRISTIAN CHARACTER!**

***Bee Attitudes***

***Be Humble,***

***Be Kind***

***Be Honest***

***Be Kind***

***Be Respectful***

***Be Positive***

***Be Grateful***

***Be Happy***

***BE YOUR (BEST) SELF!***



**A. Focused Mind: Romans 12: 1-2**

<sup>1</sup> Dear brothers and sisters, I plead with you to **give your bodies to God** because of all He has done for you. Let them be a living and holy sacrifice—the kind He will find acceptable. This is truly the way to worship Him. <sup>2</sup> Don't copy the behavior and customs of this world, but **let God transform you into a new person by changing the way you**

**think.** Then you will learn to know God's will for you, which is good and pleasing and perfect.

## **B. Calm Body: 1 Corinthians 9:27**

I discipline my body and make it my slave, so that, after I have preached to others, I myself will not be disqualified.

## **C. Balanced Emotions:**

**Proverbs 14:17**

**A quick-tempered man acts foolishly...**

**Galatians 5:22**

<sup>22</sup>But the Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, <sup>23</sup>gentleness and self-control.

# **Defining Key Behavior Concepts**

## **1. Respect**

**Honor your Father and your mother so that you may live long in the land the Lord your God is giving you. Exodus 29:12**

- a. Looking for the good in others and treating each person with kindness
- b. Using good manners: saying please, thank you, and excuse me
- c. Looking at and listening to the teacher during instruction
- d. Raising your hand and waiting for permission to talk in class

- e. Keeping your hands and feet to yourself and not touching others or others' belongings unless invited to do so
- f. Using appropriate language and your best behavior

## **2. Caring**

**Be kind and compassionate to one another, forgiving each other just as in Christ God forgives you. Ephesians 4:32**

- a. Saying nice things to others and giving compliments for good work
- b. Being considerate, kind, and respectful in all your actions
- c. Letting others count on you to be there to help
- d. Taking good care of people, our school building, furniture, and grounds

## **3. Citizenship**

**Blessed are the peacemakers, for they will be called Sons of God. Matthew 5:9**

- a. Making your best contribution to your community
- b. Always trying to make situations better
- c. Helping others in kindness; succeeding together
- d. Building others up, never putting others down

## **4. Fairness**

**Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.**

**1 Thessalonians 5:15**

- a. Treating others the way you want to be treated
- b. Making sure everyone gets a “good” turn or chance
- c. Following rules, being careful to take your turn when it is your turn
- d. Not worrying who goes first
- e. Being as happy when others succeed as you are when you succeed
- f. Describing my own behavior before describing the behavior of others

## **5. Trustworthiness**

**He whose walk is blameless, who speaks the truth from his heart; he who does these things will never be shaken.**

**Psalm 15: 2, 5**

- a. Being truthful to yourself and others
- b. Doing what you know is right at all times
- c. Keeping your commitments; doing what you say you will do

## **6. Responsibility**

**And whatever you do, whether in word or deed, do it in the name of Our Lord Jesus giving thanks to God the Father through Him. Colossians 3:17**

- a. Being in control of my own behavior
- b. Being where I am supposed to be at all times
- c. Being trusted with important jobs
- d. Having your work finished on time
- e. Doing your part when working together—**VERY IMPORTANT WHEN OTHERS ARE COUNTING ON ME!**

## Student's Pledge

I, \_\_\_\_\_, understand, and pledge to do my best to practice Christian character, by being respectful, caring, fair, trustworthy, responsible--a good citizen.

I will show respect to God, my parents, teachers, and fellow students.

I expect to gain a focused mind, calm body, and balanced emotions.

I will accept responsibility and consequences for my own behavior.

I will practice being a peacemaker and a problem-solver.

I will describe my own behavior before the behavior of others.

I will do everything I can to make this my best school year ever, and I will ask for help when I need it.

I will also help others when I am asked to do so—being careful not to make anyone feel unimportant, or less intelligent than I am.

I will not sigh, moan, or whine when I am asked to do something.

I will strive for excellence, which is my destiny, asking God to give me His strength!

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Student Signature

Date

**Parents: please be your child's witness and sign after your child has read these rules with you!**

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**Parent Signature**



# Important Classroom Procedures For Student Success

## Morning Procedures:

1. Arrive at school no earlier than 7:45 and no later than 8:00.
2. When you enter the classroom:
  - a. **Greet your teacher and speak only in a quiet voice.**
  - b. **Put your books in your tray and your backpack in the hall.**
  - c. **Your storage bin and tray must be clean and organized each day.**
  - d. **Sharpen 2 pencils, use the restroom, fill water bottle.**
  - e. **Be ready work Immediately!**
3. **When I am at the front of the room raising my hand, be silent, listen and follow instructions quickly.**

## Tardy Arrival Procedure:

1. **Check in with the office secretary! Get a tardy pass.**
2. **If it is before 8:15 – go to the gym. Come in quietly!**
3. At 8:15, follow items a, b, and e in the “Morning Procedure.

## 8:15 am: Join Concentration Circle and United Morning Prayer (

Each morning, we will meet in a concentration circle where will agree to expect that we can have focused minds, calm bodies, and balanced emotions. We will pray and have worship together. We will learn and say the prayer each morning. Students will be given parts to read—until we can say it together.

**Prayer:** “Lord, today, we ask you to give us the Fruits of Your Spirit— Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, and Self-Control—and to help us to put on your Helmet of Salvation, Breastplate of Righteousness, Belt of Truth, and Gospel of Peace. Help us to defend ourselves and each other with the Sword of the Spirit and the Shield of Faith. For this, Lord, we will need a focused mind, and calm body, and balanced emotions. And, we believe you are able to keep us from falling into sin. Help us to humble ourselves in your sight—and to love one another as you love us. Not our will, but Your Will be done.

*We ask this in Jesus’ name.”*

### **Heading your Paper Procedure:**

1. Every paper you work on, even in spiral notebooks, must have your name and the date in the upper right corner. Write the title of the assignment in the center of the top line if writing on lined paper. See sample below.

	Name
	Date
_____	Title
_____	
_____	
_____	

### **Quiet Work Time Procedure:**

Students are expected to remain quiet and seated during “Quiet Work Time.” **If you have an emergency, you may walk quietly up to the teacher.**

## **Teacher's Procedure for Getting Your Attention:**

You will see me standing in the front of the room with my hand up. Or I may use an auditory if you are working groups. When you see me with my hand up or hear the signal follow this procedure:

### **IMMEDIATELY...**

- 1st. Freeze and raise your hand for other students to see.**
- 2nd. Make me your focal point; and listen.**
- 3rd. Be ready to hear instructions.**

The noise level in the classroom should never be so loud that the teacher would need to raise her voice to a yell.

Talk quietly, even during group work.

## **Restroom Procedure:**

Please, use the restroom before school and during recess times. In case of an emergency, you may go during class; one student may go at a time, with permission—you must sign out on the clipboard.

## **Sharpening Pencils Procedure:**

**Sharpen pencils each morning before class.** If you need a fresh pencil during the day, you may get one from the art table.  
**Do not sharpen during while I am teaching.**

## **Organization of Materials Procedures:**

Organizing your tray, binder, and storage cube must be clean and organized. You may not keep graded papers in your cube, tray, or backpack—unless they are organized in a folder.

Corrected assignments should go into your completed work folder. Every student must keep organized folders, notebooks, and 3-ring binders.

## **Leaving and Returning to the Classroom Procedure:**

**First:** Clear your table, and be seated quietly.

**Second:** Line up quietly as directed. Do not ever race to the front of the line.

**Third:** When the line is quiet and orderly, our class will walk, single file together.

**Fourth:** Please, do not talk or touch others in the line. We will present ourselves as polite ladies and gentlemen at all times.

## **Recess Procedures:**

1. Stay in line until dismissed by the teacher.
2. Listen to any final instructions.
3. Follow rules of kindness, sharing, and making sure everyone is included.
4. Practice your Christian Character Rules here as well as in the classroom.

5. Collect all playground equipment and line up, on signal, to return to class.

### **End of the Day Procedure:**

1. At 3:15, prepare items to go home including assignment calendar and homework folder.
2. Clear your table by loading your backpack and putting away books and materials that are not going home.
3. Make sure no garbage remains on your table or on your floor space—**everyone cleans.**
4. Wait quietly, until everyone is finished preparing.
5. Closing prayer with your teacher.

### **Waiting Outside Procedure:**

1. Maintain polite and well-mannered conduct as long as you are on school grounds.
2. Do not be running or playing around due to traffic in the parking lot and courtesy to arriving adults.
3. Wait on the sidewalk for your ride. Do not wait in the parking lot.
4. If you are walking or riding your bike home, please do so safely, using sidewalks and parking lot edges.

## **Collecting Missed Assignments When You've Been Absent Procedure:**

Missed handouts will be placed on your desk. Check Google Classroom for missed work.

## **Homework/Class work Procedures:**

Homework should not take more than one hour per day. There is significant time given to work during the school day. However, there will be projects to complete, memorization work each week, studying for spelling, and completion of class work. Please read at least 20 minutes each night. It is important to avoid "back-work" pile up. Spend time at the end of each day preparing homework assignments for take home. Write any unfinished assignments in your school planner.

## **Cooperative Learning and Team Building**

Students will have the opportunity to work in groups across all curriculum subjects. Students will learn to perform effective roles within groups, to brain storm, and to build effective task-oriented teams. Besides enhancing "group think" and opportunities to construct learning, an increasing ability to work with others will enhance our success in life, in families, in community, and, eventually, in the workplace. Most often, individuals will be scored on their personal products and knowledge gained from the group process.

## **Bookmobile:**

The Bookmobile comes to our school once per month. Students need a library card. I have forms in my classroom. Students must choose Christian School Appropriate books.

## **Studio Habits of Mind**

Our visual arts and music programs will be constructed in the classroom. I teach the academic curriculum integrated with the arts to address the needs of learning styles (visual, auditory, and kinesthetic), and also to make learning constructive and meaningful.

We will be learning and practicing 8 “Habits of Mind” or mental dispositions that are used in many academic areas and in daily life. The habits are: Developing Skills (craft); Engaging and Persisting; Envisioning; Expressing; Observing; Reflecting; Stretching and Exploring; and Understanding the World. These are powerful brain-based strategies to build strong learning and thinking skills.

**Students will be learning about their brains this year; how they work and learn – how to take care of the brain, self-control, and how to engage thinking and long-term memory.**

## Behavior Expectations, Incentives and Penalties

**If any student's behavior is disrespectful and, therefore, disruptive to the Christian or educational environment of our classroom; the following procedure and penalty system will be applied whenever it is needed.**

- 1. Every day, we will specifically practice and support developing a focused mind, a calm body, and balanced emotions.**
- 2. Behavior that is disruptive will prompt the teacher to ask a student if they feel strong enough to gain control of their voice, body, or emotions.**
- 3. If a student continues demonstrating disruptive behavior I will ask him/her to sit alone and not participate in the group activity until they do feel strong enough to participate. I will give them up to 3 short periods of waiting time and opportunities to return to the group.**
- 4. Forcing the teacher to ask a student to sit out, will result in the surrender of that day's Jewel of Concentration (see "incentives" below).**
- 5. If I must ask a student to sit out more than 1 time during a class period, they will receive a behavior check (see below).**
- 6. If a student, given the opportunities to regain control, chooses to continue to disrupt learning—I will follow the discipline plan listed below.**
- 7. If a student is committed to work to change inappropriate behavior, penalties need never occur.**



## Jewels Incentives

- ❑ **Students will be given a token “Jewel of Concentration” during our concentration circle on Monday through Friday. Students agree to return a day’s jewel to the teacher for not choosing to be strong enough to practice self-control during class time (at the 1<sup>st</sup> behavior check)—during any time of the school day. If a student chooses to practice self-control all day-they keep that jewel till the end of the school day on Thursday.**
  - **4 Jewels Collected = Popcorn on Friday**
  - **4 Jewels Collected Whole Class = Friday Game Day**
- ❑ **After concentration circle time: student’s jewels will be kept in snack bags marked with student’s names in the teacher’s area—so they don’t get “lost” during the week.**

## Penalties Procedure

All students’ names are listed on a class behavior chart. During each week, checks earned will remain on my chart for the entire week. **When recess is forfeited by a student, he/she will sit in a chair, supervised by staff, during recess. Redemptive work may be assigned (such as vacuuming, cleaning, picking up trash outside, etc.). No talking is allowed during penalty time.**

## Penalties

1 <sup>st</sup> Disruptive Behavior = 1 <sup>st</sup> check	loss of morning recess for that day.
2 <sup>nd</sup> Disruptive Behavior = 2 <sup>nd</sup> check	loss of morning recess for the remainder of the week.
3 <sup>rd</sup> Disruptive Behavior = 3 <sup>rd</sup> check	add loss of 10 total minutes of noon recess for the remainder of the week
4 <sup>th</sup> Disruptive Behavior = 4 <sup>th</sup> check	add loss of 15 total minutes of noon recess for the remainder of the week; and the student will complete a written Action Plan to correct their behavior, the teacher will call home to inform family that the student has an Action Plan to share a need of family support.
5 <sup>th</sup> Disruptive Behavior = 5 <sup>th</sup> check	Family conference to develop an effective Action Plan will be required, due to continuous disruptive behavior.

### Note:

- All checks are erased on Friday after school.